



As a service to WCC members and our community, WCC facilities may be utilized for private events such as small parties, showers, picnics, etc.

GENERAL POLICY

- FINAL - Reservations are final; no refunds or rescheduling for bad weather, conflicts, etc.
- RECREATIONAL - Private recreational use only; no fundraisers, no fees or ticketed events, no products being sold, no public invite events such as concerts, vendor fair, etc.
- WEDDINGS - Wedding services/receptions are only available for active WCC members and immediate family; the wedding officiant must be approved by WCC
- ALCOHOL - Strictly prohibited on WCC campus
- DECLINE - WCC reserves the right to decline, reschedule, or cancel any event; examples:
 - Events that conflict with the beliefs, policies, or biblical values of WCC
 - Calendar conflicts, ministry events, unforeseen circumstances, etc.
 - If WCC initiates the cancellation a refund will be issued

RESERVATION POLICY

- PAYMENTS - Required at time of reservation and submitted online only
- INCLUDED - Pavilion includes 6 picnic tables with seating for approx. 36, trash cans, and electrical outlets, and porta-potty.
- AMENITIES - Reservations requiring access to lights, fans, tables, restrooms, chairs, etc. must be submitted at least 2 weeks before the event; WCC will contact you with access codes and information if approved; sound system is not available to be reserved
- 6 MONTHS - Reservations can be made up to 6 months in advance. Forms will go active on the first day of the month, 6 months in advance. For example, the form for the entire month of July will go active on January 1st.
- BALLFIELD - The Pavilion is adjacent to a ballfield and teams may be practicing during your event; you may request to block off the ballfield for large formal events like weddings, but this needs to be confirmed with the WCC office at least 2 months before your event.
- HOURS - Reservation hours available:
 - Mon-Fri 4pm-10pm
 - Sat 8am-2pm and 2pm-10pm
 - Sun 2pm-10pm
- DISCOUNTS -
 - Active members [not attendees] of WCC receive a 50% discount on all fees
 - WCC Life Groups may receive two free reservations per year
 - Contact WCC office for a discount code

[continued on next page]



USAGE POLICY

- HOURS - No early setup or late cleanup; only be used during the reserved hours
- RESTROOMS - Porta-potty near the Pavilion; indoor restrooms may be available for a fee
- PARKING - Parking is limited near the Pavilion so guests may need to park in the front lot
- TABLES - Picnic tables are to be lifted and not dragged [6 tables with seating for ~36]
- DECORATIONS ITEMS NOT ALLOWED: Glitter, confetti, tape, adhesives, staples, tacks, etc.
 - Anything attached to tables or poles must be tied with string or zip-ties
- CAMERAS - WCC campus and the Pavilion are monitored by security cameras; illegal activity, vandalism, trespassing, etc. will be reported to the authorities
- TRASH - Place trash in receptacles and return Pavilion to the condition it was in

FEE STRUCTURE

- \$40 per time slot [Saturday has 2 options for a total of \$80]
- \$20 Access to ceiling fans and lights inside Pavilion
- \$20 Access to indoor bathrooms [porta-potty is free]
- \$20 Rectangle folding tables [8 ft], quantity of 4
- \$40 Folding chairs set up in rows [up to 96]*
- \$80 Folding Chairs set up in rows [up to 192]*
- \$80 Round tables [5 ft.] with 8 chairs at each table [up to 96 chairs/12 tables]*
- \$160 Round tables [5 ft.] with 8 chairs at each table [up to 192 chairs/24 tables]*
 - *If chairs and round tables are needed, you must schedule an appointment with the WCC Maintenance Director to discuss the setup. Call the WCC office to schedule a meeting during regular business hours, at least 2 weeks before the event. Late requests cannot be accommodated.